


FLORIDA HIGHWAY PATROL

POLICY MANUAL

	SUBJECT COURT ATTENDANCE AND VERIFICATION	POLICY NUMBER 17.13
	APPLICABLE CALEA STANDARDS	ISSUE DATE 02/01/96
		REVISION DATE 07/01/07
		TOTAL PAGES 2

17.13.01 PURPOSE

To standardize procedures for receiving and tracking witness subpoenas.

17.13.02 POLICY

It is the policy of the Florida Highway Patrol to maintain a written log of all subpoenas, from the time received to the final disposition of the case. All members **MUST** respond to such subpoenas.

17.13.03 DEFINITION

SUBPOENA - Any writ, notice to appear, or other document from the court which is served pursuant to Chapter 48, Florida Statutes.

17.13.04 OBJECTIVES

- A. To standardize the format for subpoena logs.
- B. To maintain a tracking system of subpoenas received.

17.13.05 RESPONSIBILITIES

- A. The subpoenaed member is responsible for proper response to subpoenas when notified.
- B. A supervisor shall notify the recipient member of the subpoena(s).
- C. District Lieutenants are responsible for ensuring completion of the subpoena log as required.
- D. District Lieutenants are responsible for reviewing the subpoena log on a weekly basis to ensure members are accepting subpoenas.
- E. The District Commander, through his/her liaison with the clerk of the court and/or state attorney's office, shall arrange to have docket information or written notification concerning non-appearance forwarded to him/her on a weekly basis for the purposes of verifying that members are responding to subpoenas as required.

17.13.06 PROCEDURES

A. INITIAL RECEIPT OF SUBPOENAS

1. Counties and districts may vary on how subpoenas are served to members. Local protocol shall be followed.
2. Once a subpoena has been received by a member, or a person designated to receive subpoenas, a tracking system shall be initiated.
3. The subpoena(s) will be logged on the subpoena log (HSMV 62997).

B. NOTIFICATION OF THE MEMBER

1. At the earliest convenience, a supervisor or duty officer shall notify the recipient member by telephone, radio, or in person.
2. The date, time, location, and name of the defendant shall be given to the member.
3. The notifying supervisor shall record the time of notification.

C. VERIFICATION OF COURT ATTENDANCE AND SUBPOENA COMPLIANCE

District Commanders shall review docket information concerning non-appearance by members on a weekly basis. Written notification of non-appearance shall be reviewed and evaluated immediately upon receipt.

D. ATTENDANCE

1. Members shall respond to all subpoenas on the date and time specified or as directed by the court or entity issuing such subpoena.
2. Members who are unable to respond to a subpoena due to illness or other emergencies shall notify the on-duty supervisor and the court or entity issuing the subpoena.